

Section 1

Processing SF-52s

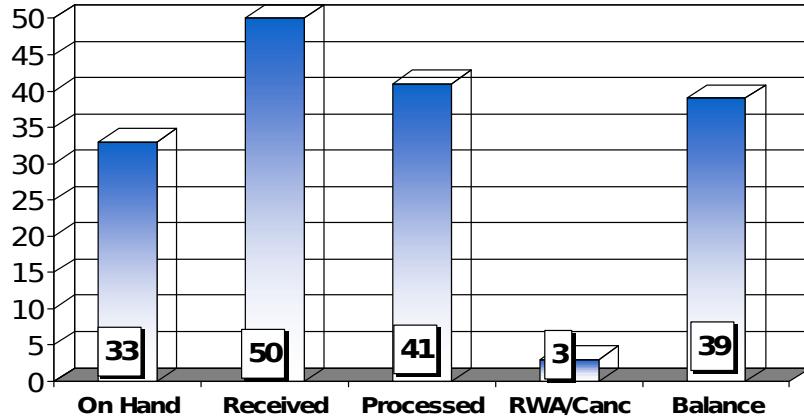
Proponent: West CPOC

Sub-Section	Topic	Remarks
N/A	PERSACT Actions	Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

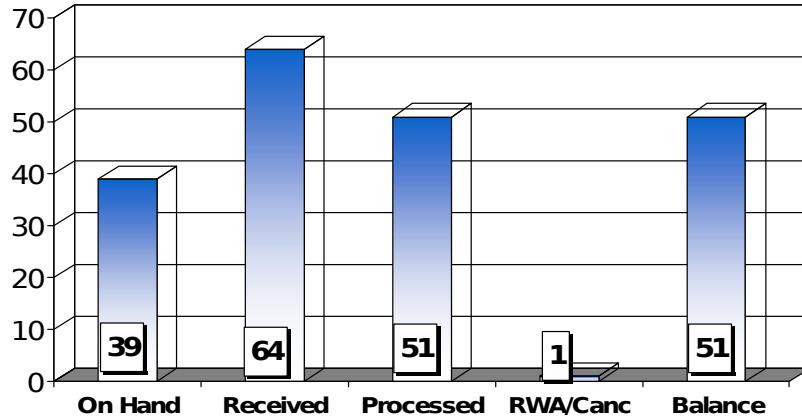


TOPIC:**PERSACT Actions - Yuma Proving Ground****3RD QTR-FY99****PROPONENT:****WCPOC**

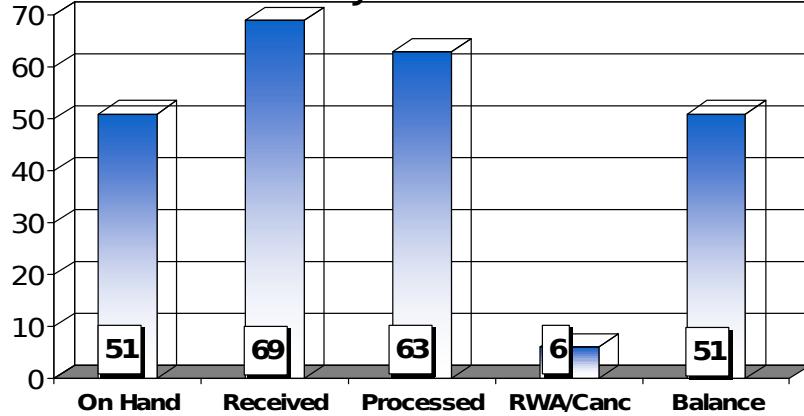
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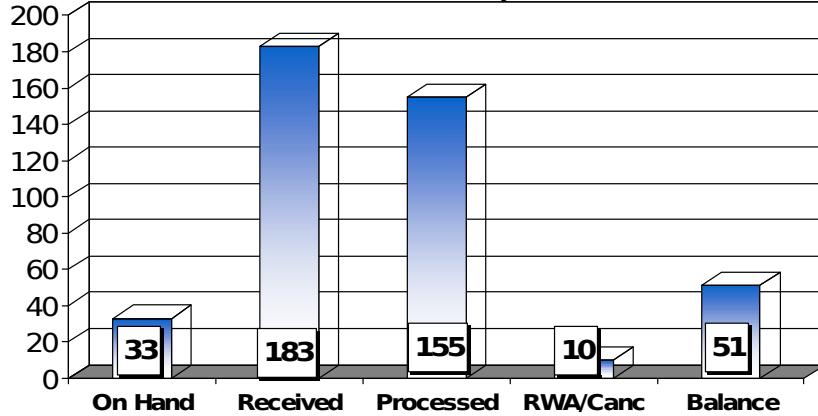
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3rd Qtr



ANALYSIS: Volume of actions is steady, and processing is keeping pace with volume of actions received.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



TOPIC:**Classification Actions Processed - Yuma Proving Ground RD QTR-FY99****PROPOSER: WCPOC-**

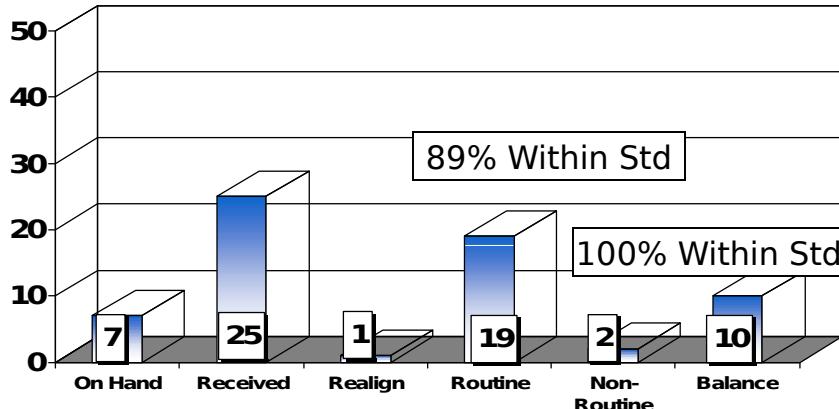
Routine, 4 Days from Date Received in CD

STANDARD:

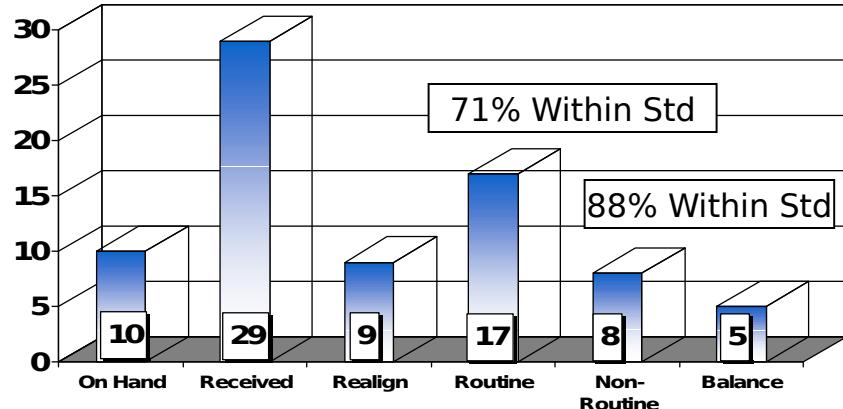
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine: Amber
 Non-Routine: Red

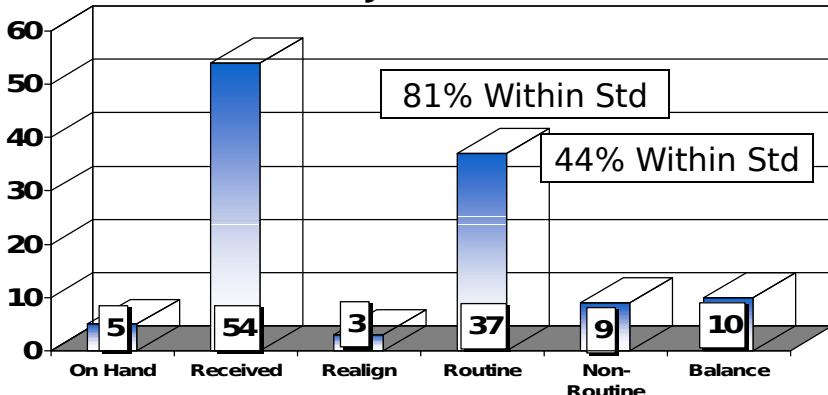
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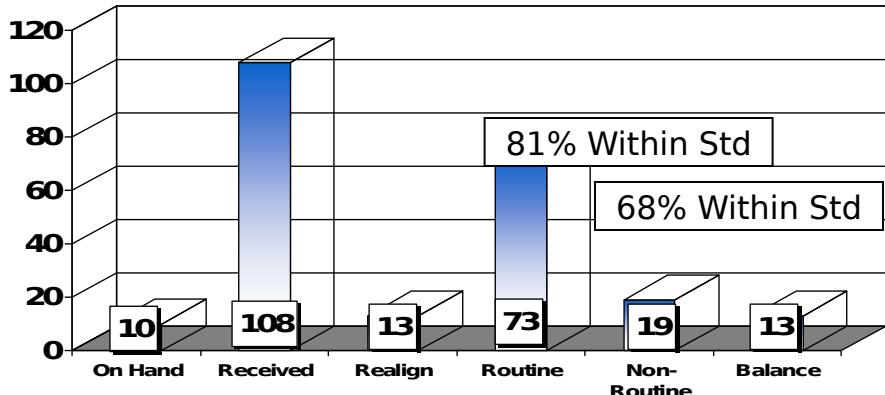
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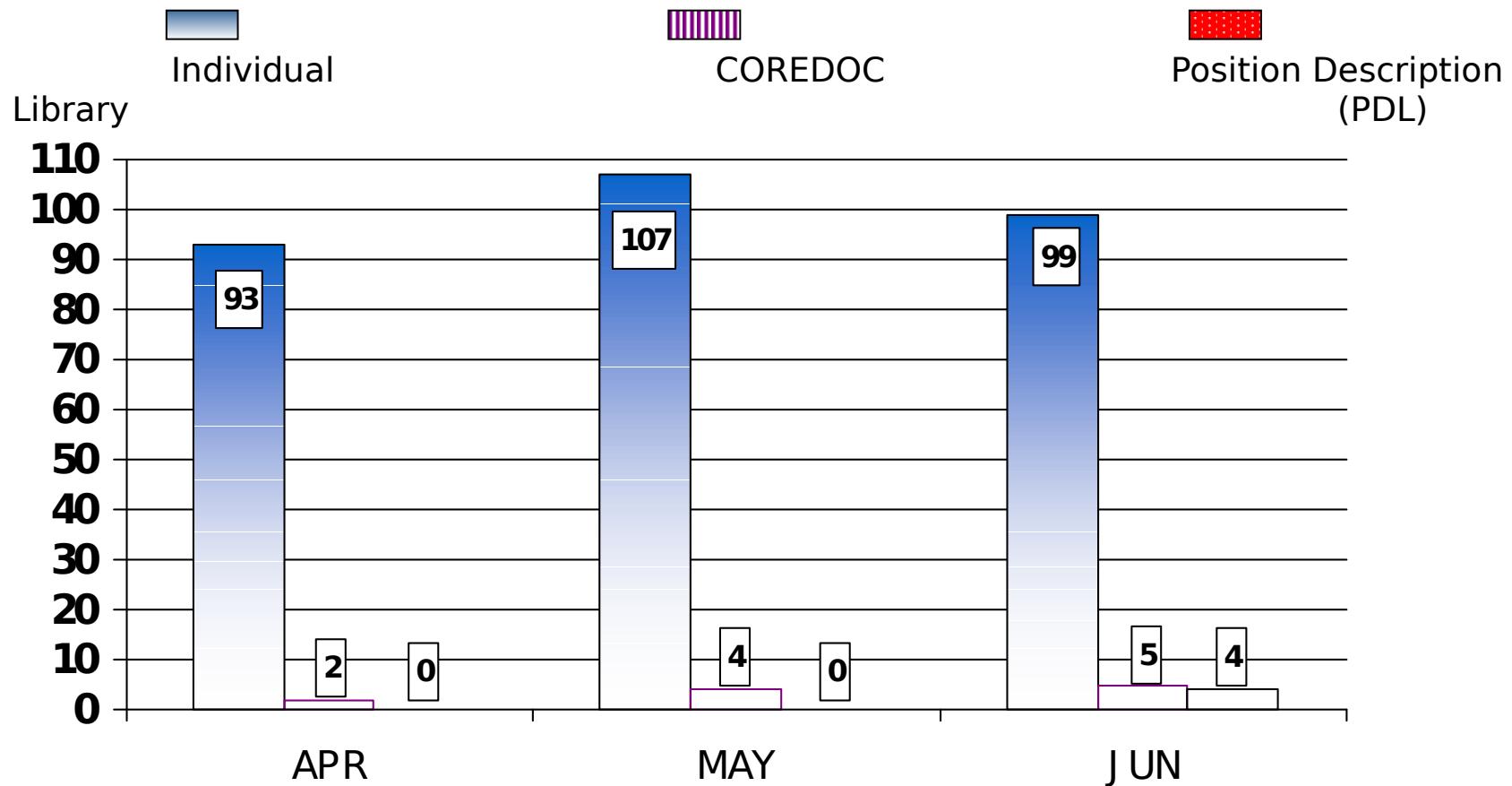
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3rd Qtr

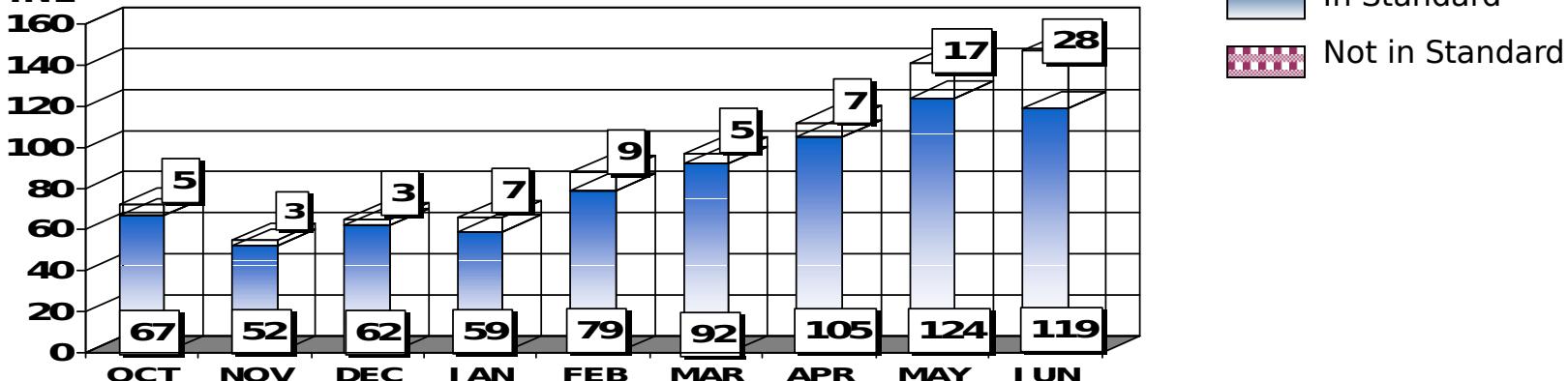


ANALYSIS: In standard performance for both routine and non-routine actions declined. The effort provided under the "get the routines out day" and the cross leveling of non-routine actions over 20 days should help reverse the decline.



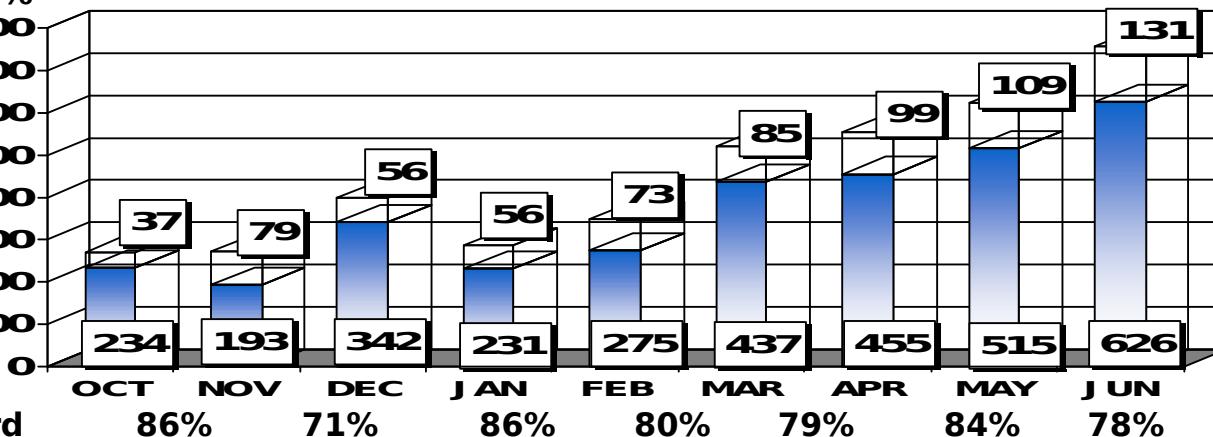
ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.



TOPIC:**Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER:** WCPOC-**STANDARD:** Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD**ASSESSMENT:** Routine - Amber
Non-Routine - Amber**NON-ROUTINE**

In Standard 93% 95% 95% 89% 90% 95% 93%

86% 76%

ROUTINE

In Standard 86% 71% 86% 80% 79% 84% 78%

79% 79%

ANALYSIS: Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.



TOPIC:**Average Days to Process Classification Actions - All Serviced**

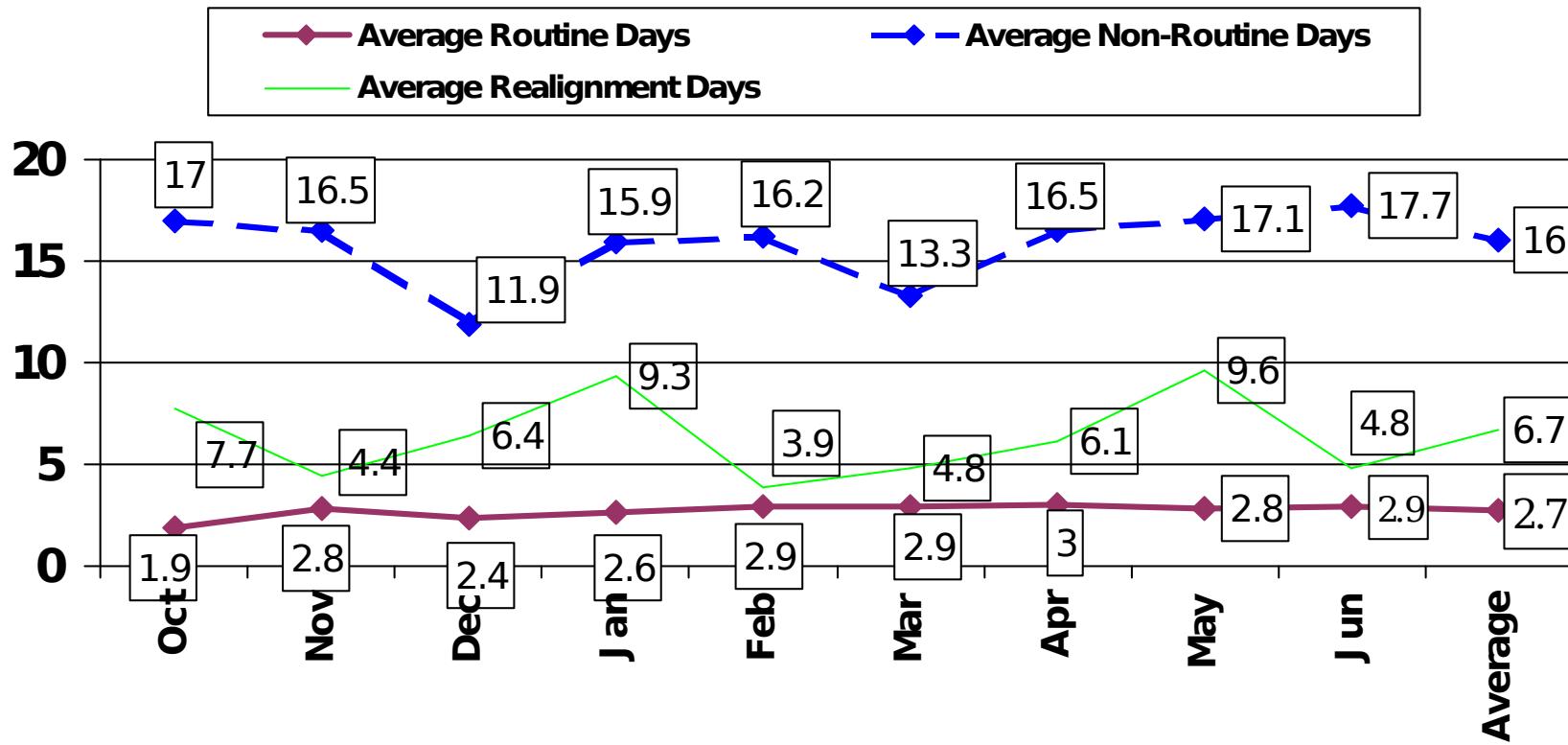
3RD QTR-FY99

PROPOSER: WCPOC-

Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Non-Routine - Green
Routine - Green

ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.

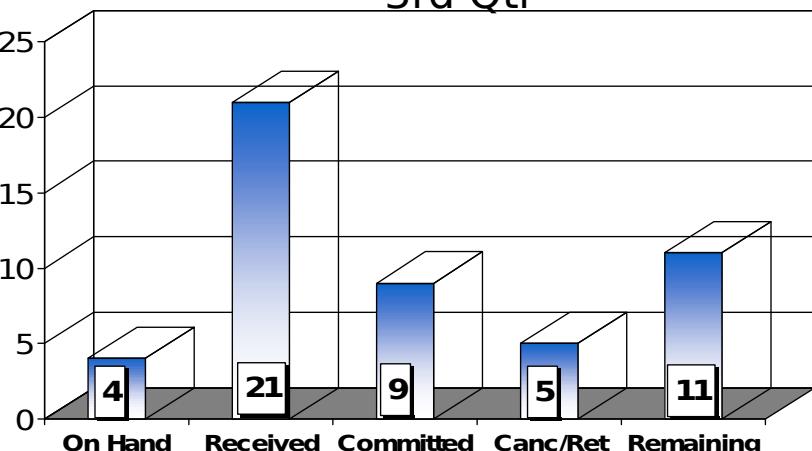
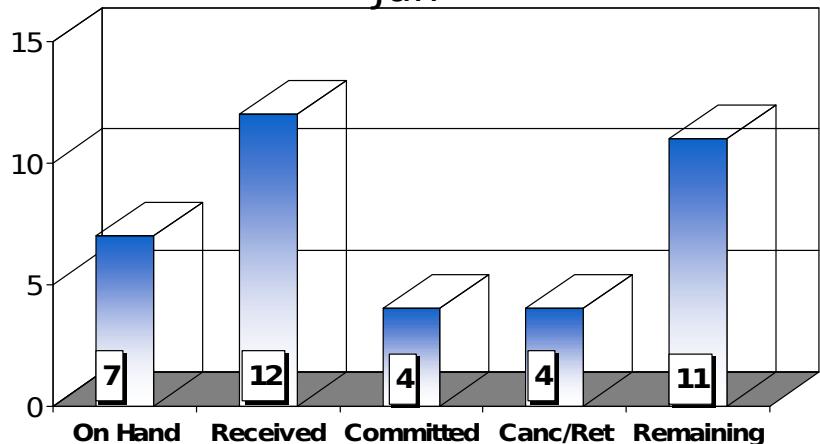
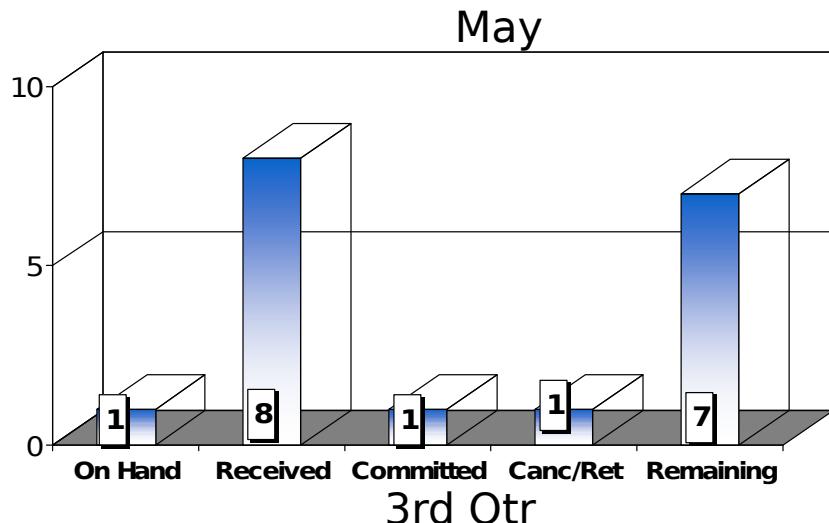
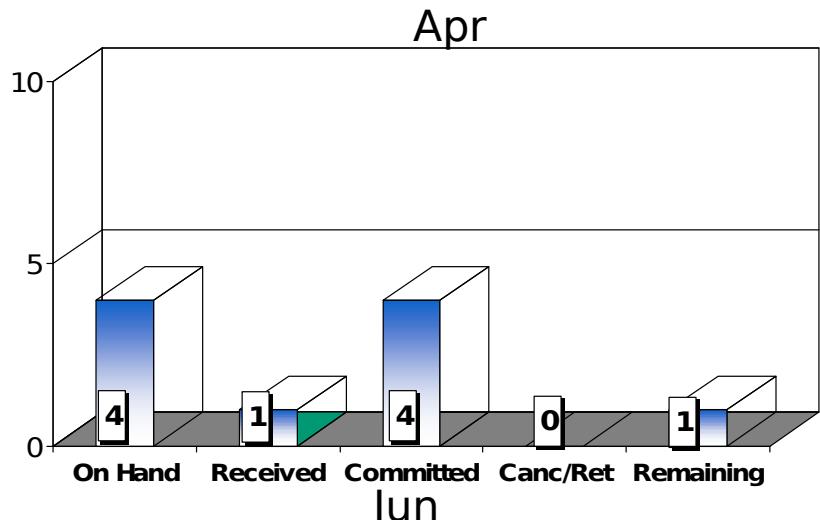


SECTION 3

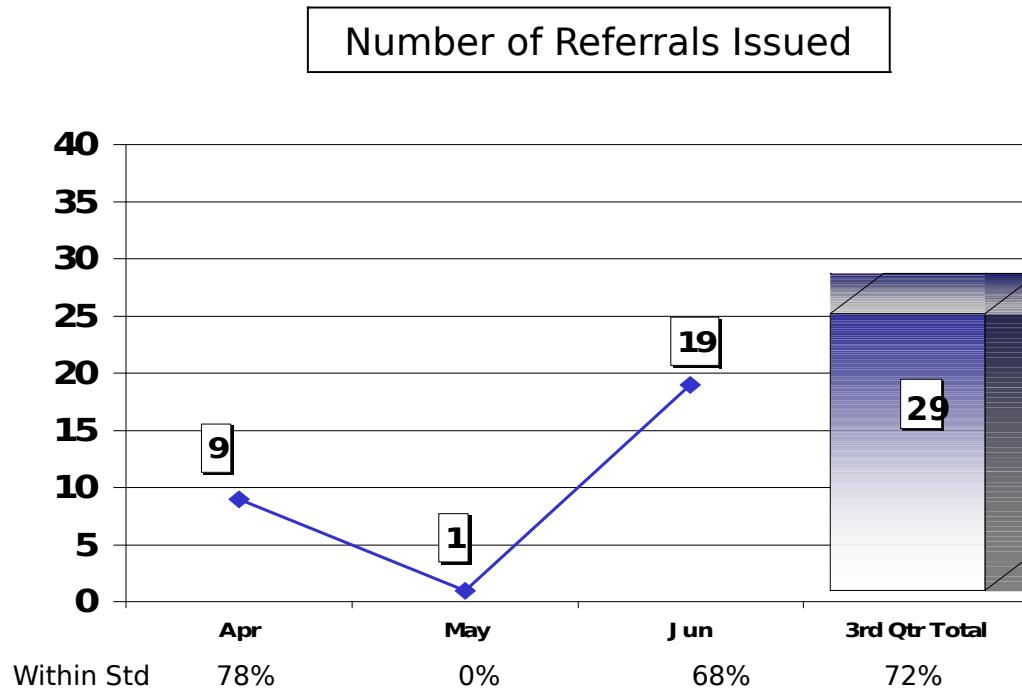
Filling Jobs

Proponent: WCPOC, Staffing Services Division

<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	I llustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	I llustrates management feedback on the Resumix process.

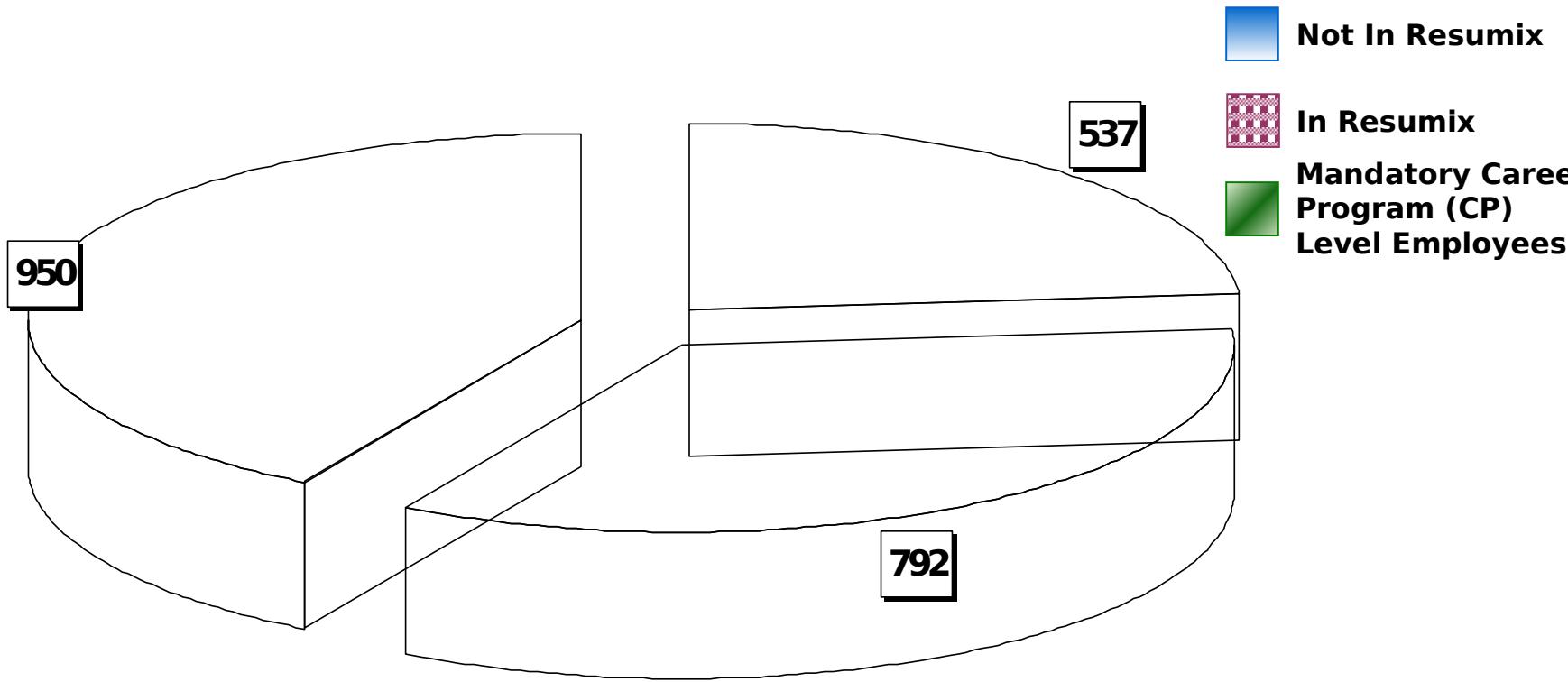
TOPIC:**Recruitment Activity - Jobs Filled - Yuma Proving Gro~~BRD~~ QTR-****FY99****PROPOSER:** WCPOC - SSD

ANALYSIS: During the quarter 9 positions were committed - 8 through competitive procedures, and 1 through a non-competitive source. Of the 11 remaining actions at the end of the quarter, 3 have referrals issued and 8 are pending referral.

TOPIC:**Referral Lists Issued - Yuma Proving Ground****3RD QTR-
FY99
ASSESSMENT: Red****PROPOSER: WCPOC - SSD****STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

ANALYSIS: Referral timeliness dipped this quarter from 91% last quarter due to the majority of recruitment actions requiring OPM certificates. Additionally, 7 Summer Hire Program recruitments were hard to fill due to insufficient candidates. Timeliness is expected to improve during the next quarter.



TOPIC:**Internal Resumes in Resumix Database - Fort Huachuca 3RD QTR-****FY99****PROPOSER:** WCPOC - SSD

Total Population: 2,279

in Resumix (excludes mandatory CP level employees): 537 (40%)

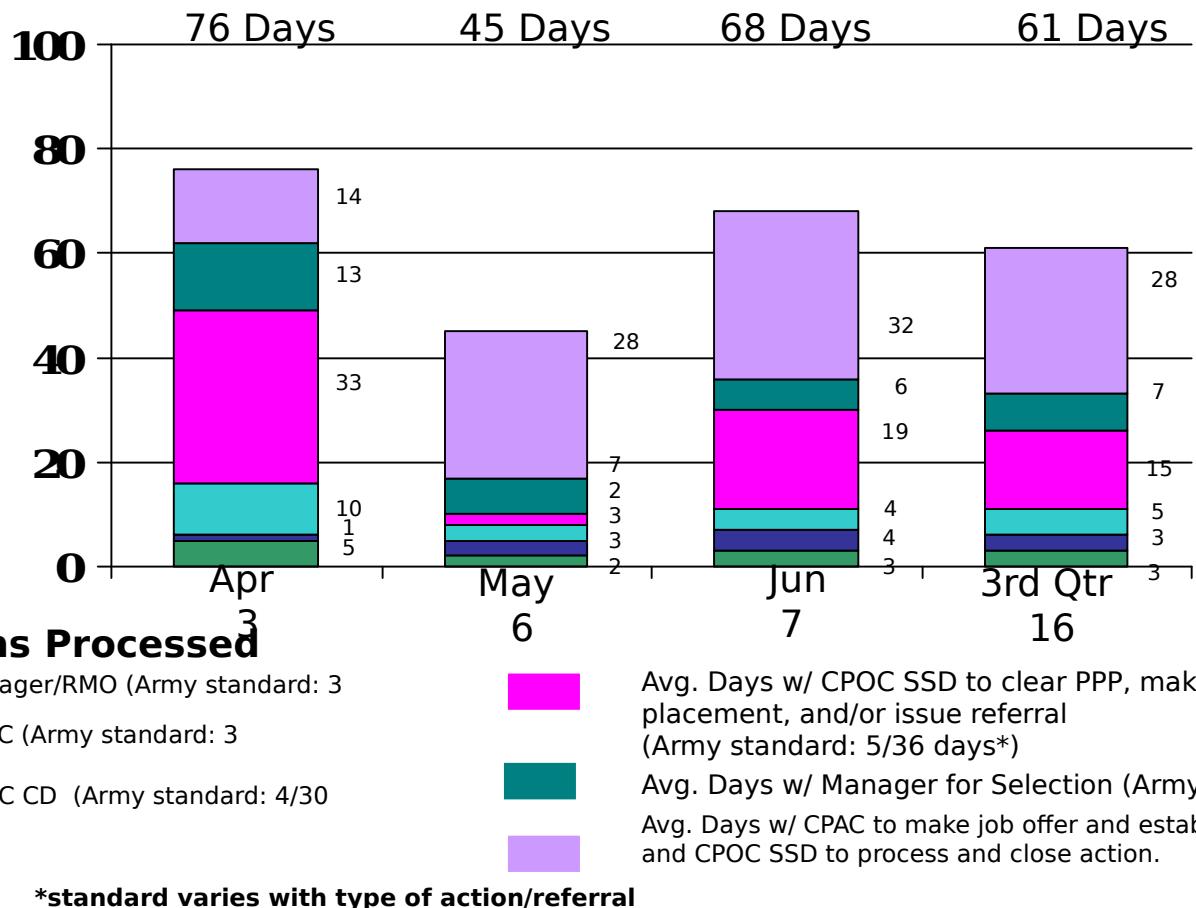
ANALYSIS: Forty percent of the current serviced population has submitted resumes to the Resumix database, an improvement over last quarter's 31%. During the quarter the CPOC participated in an ACAP job fair which encouraged applicants to apply. Employees must continue to be informed and encouraged to submit their resumes in order to receive consideration for job openings.



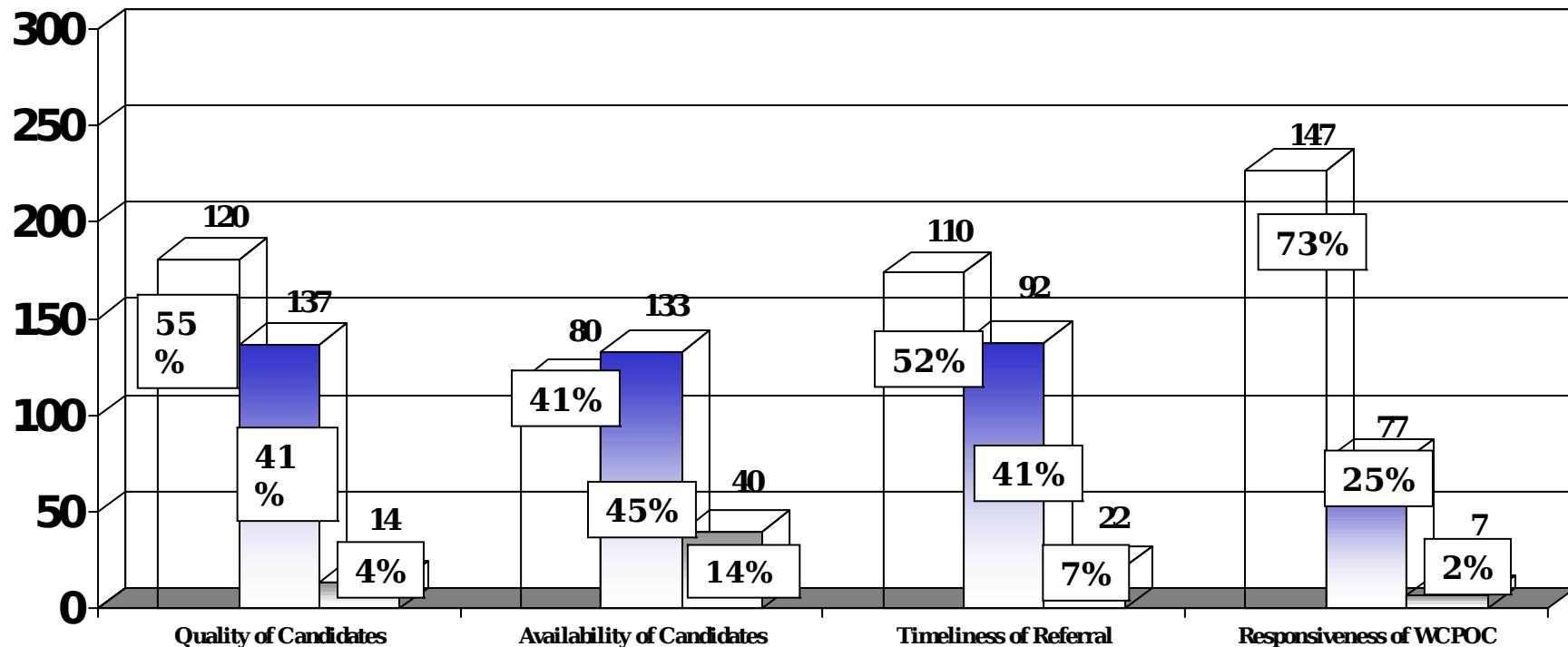
TOPIC: Avg Processing Time - Recruitment Actions - Yuma Proving Ground (From Initiation to Closure)

3RD QTR-
FY99

PROPOSER: West Region Partners



ANALYSIS: Sixteen actions were processed this quarter in an average of 61 days from initiation by the manager to closure. The CPAC and managers continue to do an excellent job of flowing actions and making selections, and timeliness continues to improve.

TOPIC:**Management Feedback on Resumix
Referrals -****THRU END
OF 3RD QTR-
FY99****PROPOSER:****WCPOC - SAB Serviced** **Outstanding** **Adequate** **Poor**

**TOTAL Resumix REFERRAL LISTS ISSUED = 1744* TOTAL # FEEDBACK FORMS
RETURNED = 449**



*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

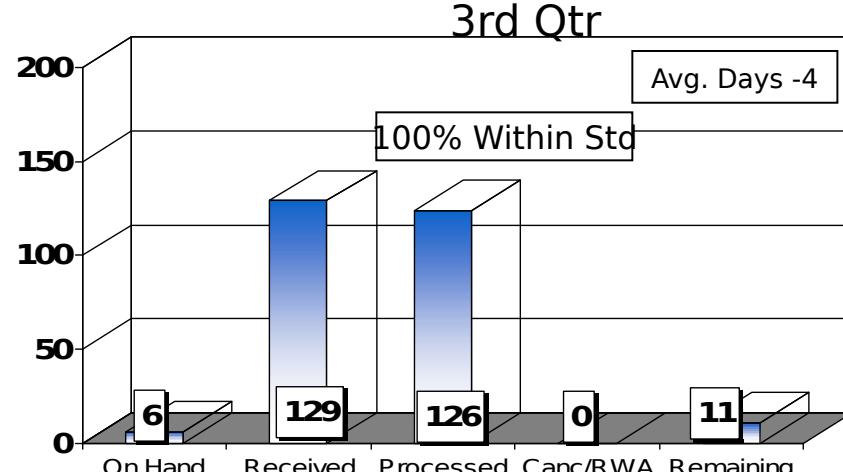
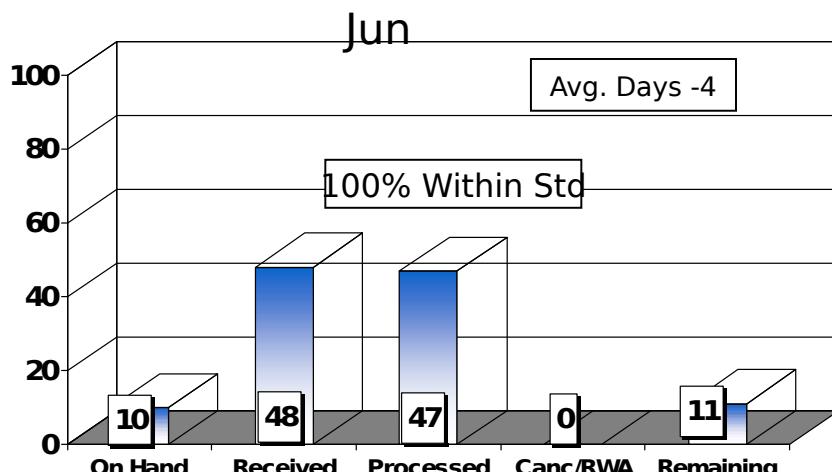
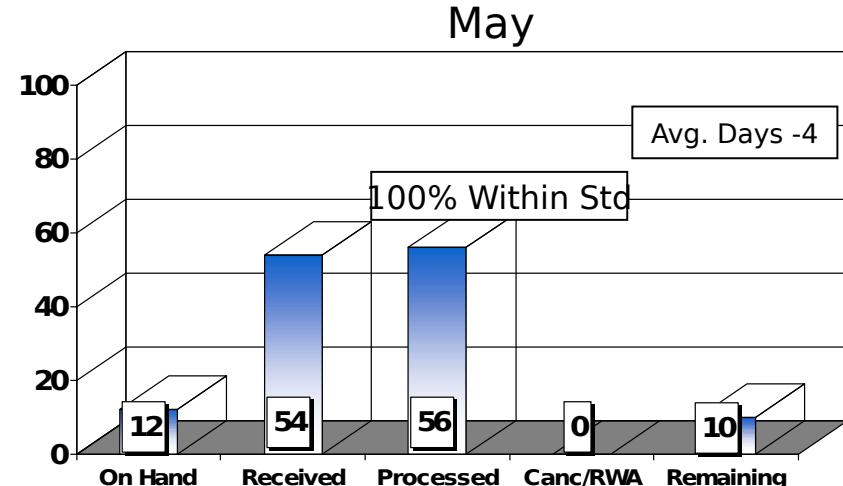
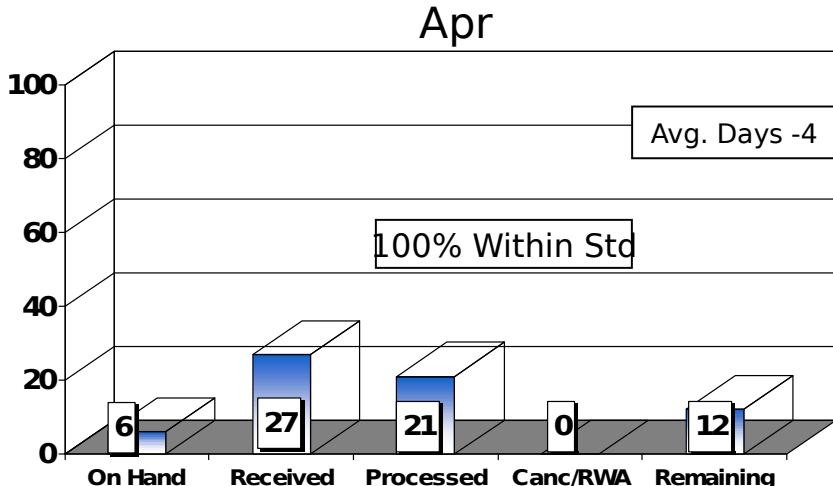
SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	I llustrates processing timeliness and volume of personnel actions processed through PERSACT - to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC:**Non-Recruitment Actions Processed - Yuma Proving Ground****3RD QTR-****FY99****PROPOSER: WCPOC - SSD****ASSESSMENT: Green****STANDARD** 5 Calendar Days Avg. from Date Rec'd in SSD

ANALYSIS: 100% of all non-recruitment actions were processed within 5 days of receipt in SSD, and in an average of 4 days. Overall performance is excellent and we expect this level of timeliness to continue.

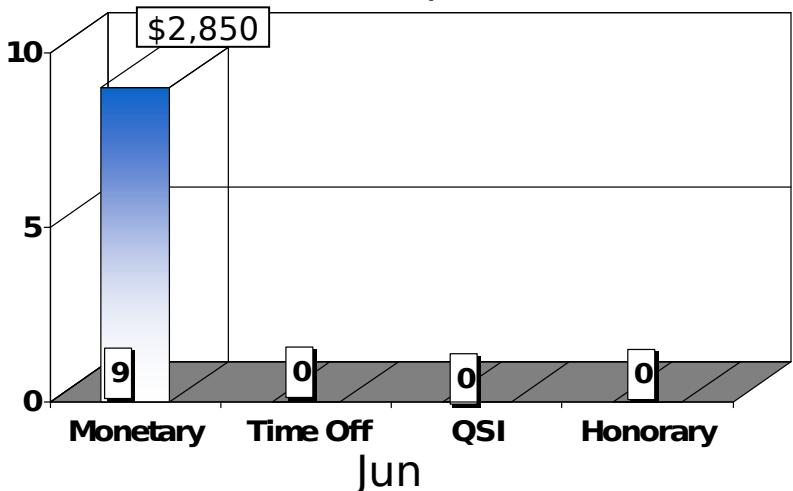
TOPIC:

Awards Processed - Yuma Proving Ground

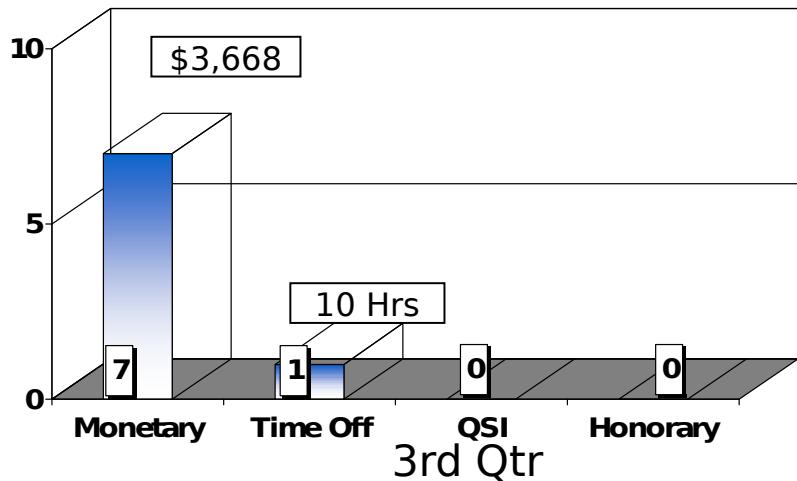
**3RD QTR-
FY99**

PROPOSER: WCPOC - SSD

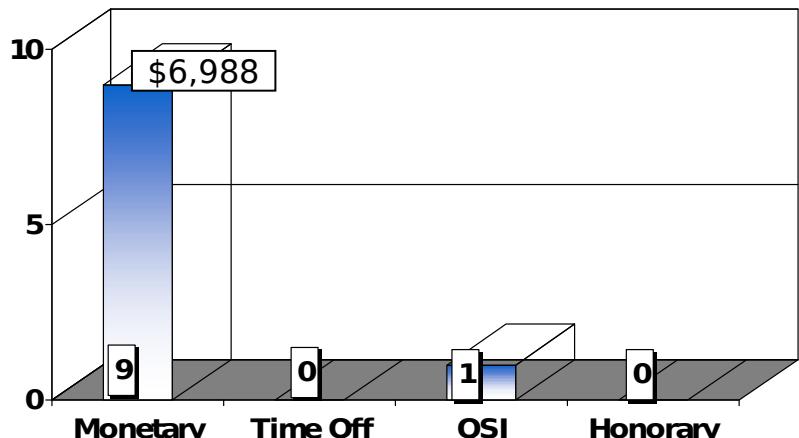
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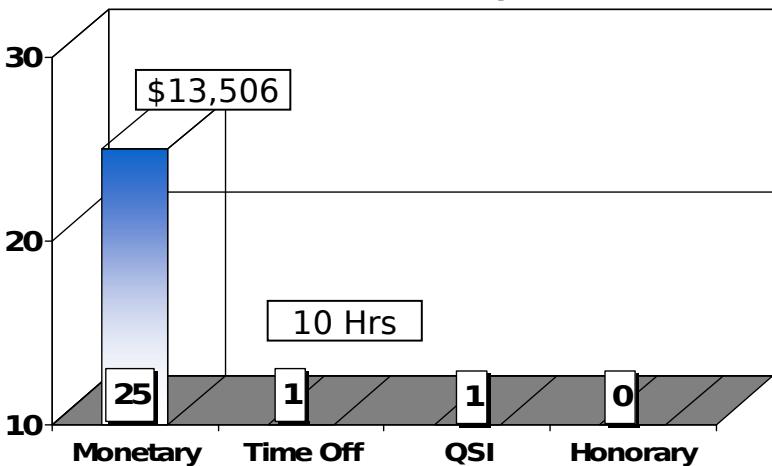
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3rd Qtr

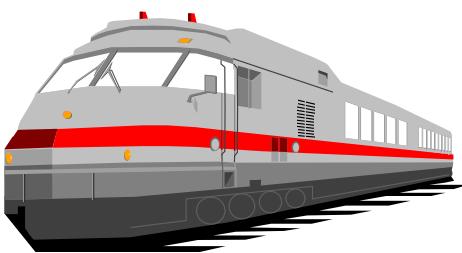


Section 5

Training and Developing Employees

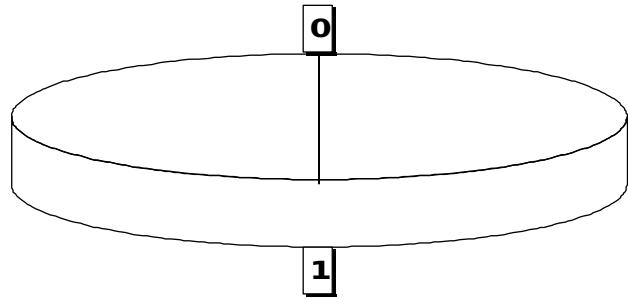
Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC:**Training Requests Processed - Yuma Proving Ground****3RD QTR-****PROPOSER: WCPOC - HRDD****FY99****STANDARD: 7 Calendar Days from Receipt****ASSESSMENT: Green**

Apr



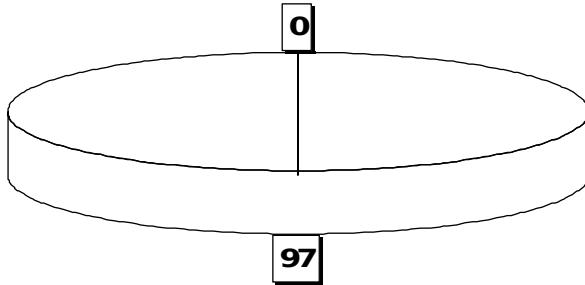
Manual DCPDS

TRAIN FPI

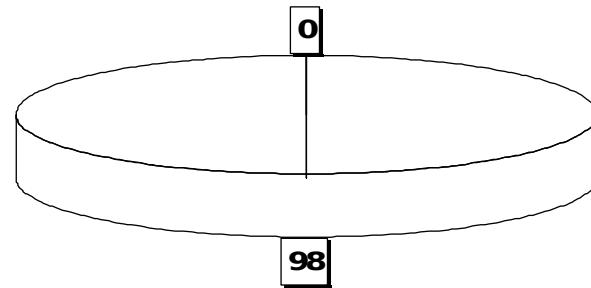
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ZERO

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3rd Qtr

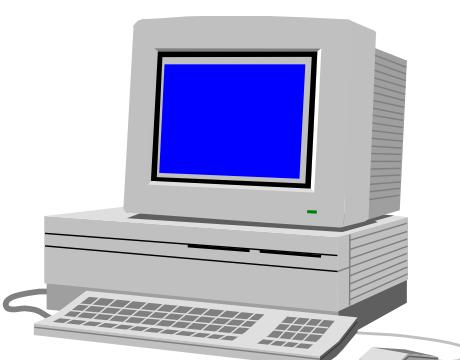
**Training Investment: :
\$9,994****Training Hours: 926**

ANALYSIS: All training completions forwarded by the CPAC were processed within standard. Intensive on-site training and assistance with the Train FPI was provided during this quarter and the FPI is now used to document all training.

SECTION 6

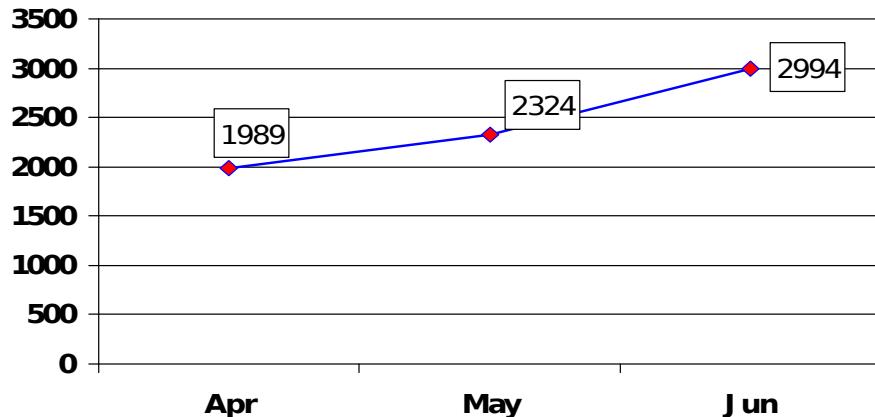
Providing Information Services

Proponent: WCPoC, Information Services Division

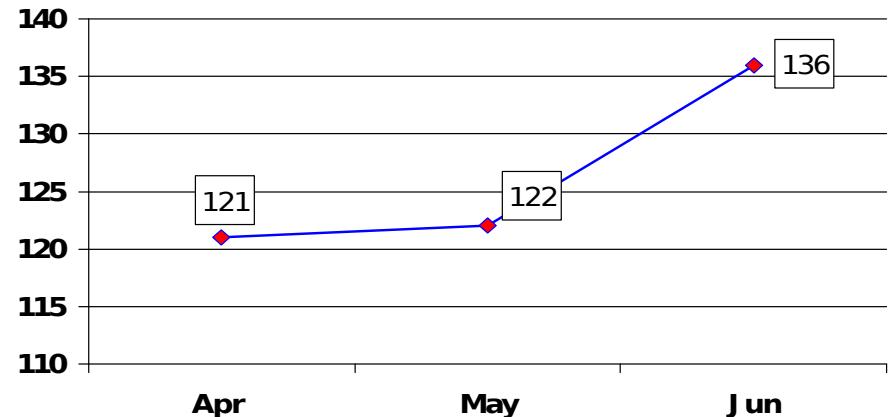
Sub-Section	Topic	Remarks
N/A	FPI Usage	<p>Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.</p> 

TOPIC:**FPI Usage - Fort Huachuca****3RD QTR-FY99****PROPOSER:****WCPOC-ISD**

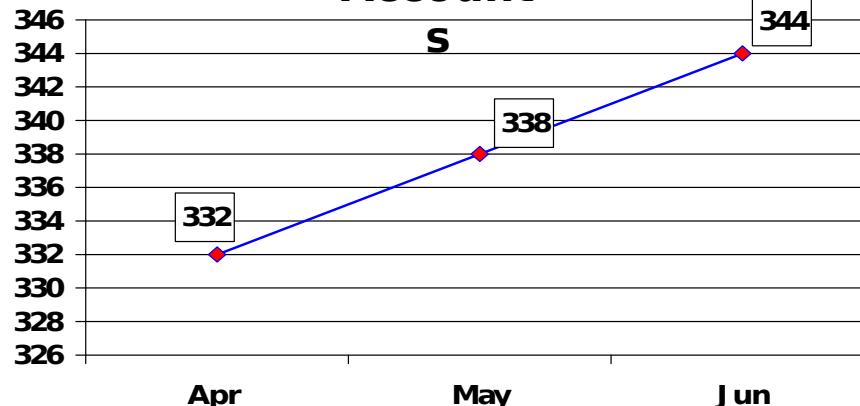
Logins



Number of Managers that Logged In



Account S



ANALYSIS: Total logins increased significantly. The number of Managers using the FPIs also increased, but the percentage of Managers using the FPIs remained low at about 38%.

